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Weekly Report for Week Ending 14 December 1959  
FROM  
ARCHIVES AND RECORDS CENTER

1. Contributions

a. Tangible

- (1) Eight offices transferred 78 cubic feet of inactive records to the Center.
- (2) During the week 277 cubic feet of records were removed from the disposal area and burned, leaving an accumulation of 324 cubic feet in the area. [redacted] again furnished the manpower to accomplish this burning; however, [redacted] this will be all the help we will receive from them unless new arrangements are worked out. They contributed a total of 96 man hours and burned 813 cubic feet for us.

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2. Assignments

a. Active

- (1) Physical Consolidation of VM and RC

Work has started on this project and a total of 45 cubic feet has been moved into the Records Center.

b. Inactive

- (1) Consolidation of Three Sets of Information Reports Into One Record Set
- (2) Physical Inventory of Holdings

3. News

- (1) The locator and record group files have been set up for the DD/P records, and the disposal tickler file is currently being worked on.
- (2) A total of six cubic feet of "Restricted Data" records has been received from OSI. This material will remain in a locked safe until all Records Center personnel have received clearance to process it.
- (3) A total of 29 hours 10 minutes was required to service the DD/P material during the week.
- (4) The following list of ARO's or assistants made calls to the Records Center for expedite reference service during the first week of the new procedure:

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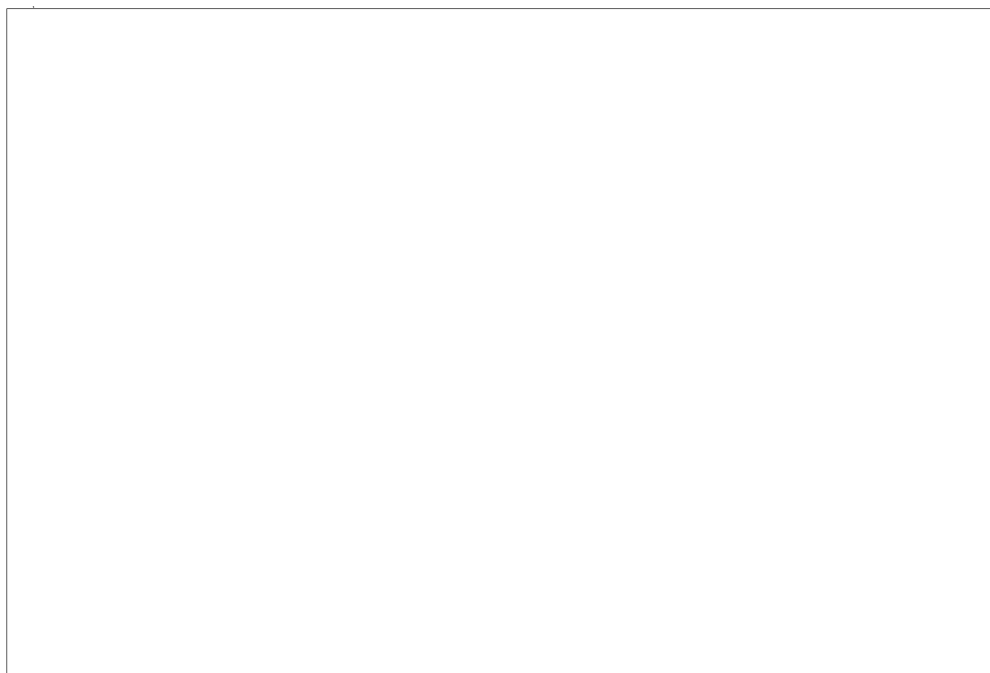
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COMPT		1	Call
OS		7	"
MED		1	"
OL		4	"
QL		1	"
QRR		1	"
OSI		1	"
OCR		3	"
OCR/MD		3	"
OCR/SR		2	"
PERS		4	"
OTR		1	"

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(5) The total holdings of the Records Center are 52,232 cubic feet.

4. Visitors

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